



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF FIRE SERVICES  
RICHARD W. MILLER  
STATE FIRE MARSHAL

STEVE ARWOOD  
DIRECTOR

**MICHIGAN FIRE FIGHTERS TRAINING COUNCIL**  
**3101 Technology Blvd., Suite H**  
**Lansing, Michigan 48910**

**REGULAR MEETING MINUTES**

February 11, 2014

1:30 p.m.

**MEMBERS PRESENT**

Chairperson Timothy James, Michigan Association of Fire Chiefs  
Vice Chairperson David Purchase, Michigan Municipal League/Michigan Townships Assn.  
Brian Blomstrom, Michigan Fire Service Instructors Association  
Aileen Pettinger, Michigan Professional Fire Fighters Union  
Steve Richardson, Michigan State Firemen's Association  
Chad Tackett, Michigan Association of Fire Chiefs  
Richard Miller, State Fire Marshal, Council Member ex-Officio

**MEMBERS ABSENT**

**BFS STAFF PRESENT**

Joseph Grutza, FFTD, Manager  
BreeAnn Hooker, Recording Secretary  
Mike Deprez, Assistant State Fire Marshal

**OTHERS IN ATTENDANCE**

Matt Majestic, Oakland Community College, West Bloomfield Fire Department  
Carl Billings, Detroit Fire Department  
John Schimeck, Detroit Fire Department  
Don Bigger, Michigan Fire Service Instructors Association  
Angie Kremer, Michigan Department of Transportation  
Dan Reynolds, Taylor Fire Department  
Martin Erskine, Battle Creek Fire Department  
Daryl Cummins, Tekonsha Fire Department  
Jeff Armstrong, Cambridge Fire Department  
Andy Bezenah, West Bloomfield Fire Department  
Karl Holder, Rochester Hills Fire Department  
Rich Marinucci, Northville Township Fire Department  
Kevin Sehlmeier, Grand Rapids Fire Department  
Jesse Silva, Charlevoix Fire Department, Michigan Fire Service Instructors Association  
Michael Passingham, Charlevoix Township Fire Department

Thea Dornbush, Spring Lake Fire Department  
Bill Race, Grand Rapids Fire Department  
Dan Witwer, Grand Rapids Fire Department  
Mark Cleveland, Covert Township Fire Department  
Dennis Ireland, LAST

#### **1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chairperson James called the meeting to order at 1:30 p.m. A quorum was determined present.

#### **2. REVIEW AND APPROVAL OF AGENDA**

A **MOTION** was made by Councilperson Richardson and seconded by Councilperson Pettinger to approve the meeting agenda as presented. **MOTION CARRIES.**

#### **3. REVIEW AND APPROVAL OF MINUTES**

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Tackett to approve the study session minutes on December 10, 2013 as presented. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Richardson and seconded by Councilperson Pettinger to approve the regular meeting minutes on December 10, 2013 as presented. **MOTION CARRIES.**

#### **4. INSTRUCTOR APPLICATIONS**

Staff presented the following Instructor applications, with one correction of the spelling of Joseph L. Cerka under Probationary Associate Instructors, for the Council's consideration:

- (11) Certified Instructor I
- (17) Probationary Associate Instructors
- (0) Probationary Instructor I
- (9) Certified Associate Instructor

A **MOTION** was made by Councilperson Pettinger and seconded by Councilperson Blomstrom to approve the instructor applications with correction. **MOTION CARRIES.**

- (16) Certified Instructor II

The minimum hour requirement was not met by the instructors, due to the fact that these hours are not recorded in the IMS system. The Fire Fighter Training Division has not instituted the recertification process, which would require a certain amount of hours instructing, this hasn't been stressed, as of yet. In fairness, anyone not showing 32 Instruction hours in 2013 should

not be disqualified. As this process proceeds, it should be stressed that the applicants should know the importance of keeping track of their Instruction hours and enter those into the Information Management System.

Councilperson Blomstrom recalled at the December meeting, it was discussed at length what those peer reviews were and that the letters were supposed to cover what is stated at the top of the application; stating the individuals can demonstrate the knowledge and ability to develop lesson plans, learning objectives, instructional aids, schedule training sessions, supervise and coordinate activities with other instructors. Upon extensive review, those pieces are not present for that qualification.

A **MOTION** was made by Councilperson Tackett and seconded by Councilperson Blomstrom to table the certified Instructor II applications until the next meeting. Councilperson Tackett requested to **RESCIND** previous **MOTION**, was seconded by Councilperson Blomstrom, which was accepted by Chairperson James.

Applications were discussed individually.

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Pettinger to approve Vincent Cammack as an Instructor II. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Pettinger and seconded by Councilperson Richardson to approve Thea Dornbush as an Instructor II. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to approve Michael J. Manchester as an Instructor II, based on peer reviews and NFA Courses. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Pettinger to approve Mark Cleveland as an Instructor II. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Richardson to approve Kevin Sehlmeier as an Instructor II based on letters submitted. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Tackett and seconded by Councilperson Purchase to approve Lee Finlayson as an Instructor II. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to approve John A. Dodson as an Instructor II based on letters. **MOTION CARRIES.**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to table the application of John A. Baker as an Instructor II asking for an additional letter of support. (Councilperson Purchase WITHDRAWS MOTION. Councilperson Blomstrom does not support withdrawing the MOTION.) **MOTION FAILED.** Vote: 2 in favor, 4 against.

A **MOTION** was made by Councilperson Richardson and seconded by Councilperson Tackett to approve John A. Baker as an Instructor II. **MOTION CARRIES**. Vote: 4 in favor, 2 against.

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to approve Edward Sayre as an Instructor II based on letters submitted. **MOTION CARRIES**.

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Richardson to table the application for Douglas DeBest as an Instructor II. **MOTION CARRIES**.

A **MOTION** was made by Councilperson Richardson and seconded by Councilperson Blomstrom to approve David Purchase as an Instructor II. **MOTION CARRIES**. Councilperson Purchase abstained from vote.

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to approve Clifford Boatwright Jr. as an Instructor II based on letters presented. **MOTION CARRIES**.

A **MOTION** was made by Councilperson Pettinger and seconded by Councilperson Richardson to table the approval of Bryce Tracy as an Instructor II. **MOTION DEFEATED**. Vote: 3 in favor, 4 against.

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Tackett to approve Bryce Tracy as an Instructor II. **MOTION CARRIES**. Vote: 4 in favor, 2 against.

A **MOTION** was made by Councilperson Tackett and seconded by Councilperson Pettinger to approve Brian Blomstrom as an Instructor II. **MOTION CARRIES**. Councilperson Blomstrom abstained from vote.

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Pettinger to approve David R. Peterson as an Instructor II. **MOTION CARRIES**.

A **MOTION** was made by Councilperson Pettinger and seconded by Councilperson Tackett to approve Mark Fankhauser as an Instructor II. **MOTION CARRIES**.

## **5. MANAGER'S REPORT – Joseph Grutza**

### **Training Coordinators**

The workshop for the Training Coordinators has been scheduled for the weekend of February 21 – 23, 2014 at the Alpena Combat Readiness Training Center. The agenda has been sent to Council members along with an invitation to attend. 18 of the 22 contract Training Coordinators have RSVP'd including the 4 newest TCs, Mike Deprez, Paula Brzezinski, Gary Crum, Dan Hammerberg, myself, Councilperson Richardson and Councilperson Tackett also will be attending.

### **Course Evaluations**

The Training Coordinators have begun doing drop in's to registered courses held throughout the state. Currently, 15 courses have been reviewed. Initial reports have been good which

speaks well for the quality of our course managers and instructors. The goals and objectives of the assessment, the documentation process, and the establishment of a curative program will be a topic of discussion at the TC training workshop.

### **Regional Training Centers**

10 of the 16 authorized Regional Training Centers have submitted their annual reports which were due today. They are available for review by Council. A communication will be sent to those RTC's who did not submit an annual report requesting that they comply with this mandate. The FFTD Manager will report compliance numbers at the April 8, 2014 meeting.

The Western Michigan Regional Fire Training Center based at Muskegon Community College did not record any activity in 2013. The board of the WMRTC will be meeting in the next few months to reassess their fire training goals, including dissolving their relationship with Muskegon Community College. They will be looking to establish a partnership with another educational institution, with a goal of implementing a training program by fall of 2014. Bob Austin of the WMRTC has asked that Council allow the WMRTC to retain their affiliation as a Regional Training Center during this time of restructuring.

The Council requests that if there are any repeat offenders in not getting their annual report in, they would like to know.

### **Live Fire Training**

In the discussions of the need for live fire training for all new fire fighters, the Council requested a survey of available live burn training units. We have currently been able to identify six; non-portable live burn units in the state, Alpena, Lansing, Grand Rapids, Jackson, Kalamazoo and Garden City, all units are stationary. Manager will continue to gather data.

### **NFA Classes 6 day and NFIRS**

In cooperation with the National Fire Academy, the Bureau of Fire Services/Fire Fighter Training Division is sponsoring the N0815 "Challenges for Local Training Officers" on March 10 through March 15, 2014 at the BFS Lansing Office. NFA instructors will be presenting the 6 day course. There are still openings. The students must have current or future responsibility for their organization's training functions to qualify. Interested persons should contact Paula Brzezinski at 517.241.0695.

In January, the BFS/FFTD presented a two day NFA NFIRS training course in Lansing. The course will be delivered three more times in FY/14. Schedules and locations, May 17-18, 2014, Kirtland Community College, June 7-8, 2014, Crystal Falls and September 12-13, Oakland Community College, M-Tech Center. These course are being brought in as part of the State Fire Marshal's goal for the state's 100 % participation in the NFIRS program.

### **Instructor CEC's**

Paula Brzezinski and I met with the DIT staff to discuss the implementation of the Instructor CEC program in IMS. We are making great progress and we should be up and running soon. Once completed, the fire service will be notified that the recertification clock for instructors will be restarted.

### **Rules Update**

The 1966 ACT 291 as amended draft rules and the Regulatory Impact Statement (RIS) are at the Office of Regulatory Reinvention (ORR) for review. Liz Smalley from ORR is currently working on our draft.

### **NIMS 300 and 400**

At our previous meeting, a proposal was made to allow certified instructors who have taken the EMD ICS 300 and 400 train the trainer and Instructor I's who have taken the EMD 300 and 400 be allowed to teach the MFFTC/FFTD ICS 300 and 400. Three questions were posed. 1) Does the NFA have any requirements for instructors of these courses? No. It was confirmed that the NFA allows the states to set the instructor criteria for their courses. 2) Is there a major difference between the EMD 300/400 and the NFA 300/400? No. A side by side comparison of the two courses in 2007 showed minimal differences. And 3) are we handing off to the Instructors the latest material for these courses? No. We have found that we have been using the 2006 edition and the NFA has introduced the 2008 edition. In the future, the FFTD will distribute the 2008 edition and notify the fire service that the new edition is available.

The Council would like to do a little more research and will present it for action at the next meeting.

### **SHRP2 Traffic Incident Management Training**

Annjanette Kremer from the Department of Transportation has met with fire officials as well as Fire Marshal Miller, Asst. Fire Marshal Deprez and me. The subject was the introduction of a new training program to improve Traffic Incident Management. (TIM). This program developed through the second Strategic Highway Research Program (SHRP2) will be deployed in Michigan and available for all emergency responders supporting Traffic Incident Management operations. The training puts firefighters, police, state and local departments of transportation, towing, medical personnel and other incident responders on the same page, leading to a safer, faster, integrated responder team. In Michigan the program will be known as Mi-TIME – Michigan Traffic Incident Management Effort.

The TIM Action team is asking for the MFFTC to make MI-time an eligible course. They are recommending that it become a part of FF I & II curriculum. The training would be at no cost to the MFFTC. The training would be taught by instructors certified by the SHRP2 training program.

## **6. STATE FIRE MARSHAL'S REPORT – Richard Miller**

### **Speaking Engagements and Travel**

Recently spoke at the Michigan Fire Inspectors Conference, County Code Officials along with Bureau of Construction Codes is hosting their winter conference where an update will be presented to them. The Interoperability conference will be the next stop, held in Traverse City. Michigan Fire Chiefs winter conference in Bay City, then speaking at the Health Facilities Conference. The CFSI (Congressional Fire Services Institute) conference and NASFM (National Association of State Fire Marshals) conferences are also on his agenda to attend.

### **Bureau Update**

Letters were recently sent, one was to update the current contact information for Fire departments, another letter was sent in regards to NFIRS participation. Working with NFPA it was determined that there isn't enough information being entered into the NFIRS system and this information is important. A letter was also sent to local communities, in regards to keeping fire hydrants clear this winter so departments can easily access those. The audit report should be published in the next month, it can then be discussed further at a future council meeting. The propane shortage is a major concern which is why a survey was sent out. Statewide Single Fire Code, committee put together last June, the committee is now closed and a report will be submitted to the Governor. Deputy Director Deprez gives a Fireworks program update.

## **7. OLD BUSINESS**

### **MFFTC Annual Report – Vice-Chairperson Purchase**

Under Public Act 291, the Council is required to submit an annual report to the Governor for the previous year. Vice-Chairperson Purchase points out some corrections and asks for final feedback before submitted to the Governor.

A **MOTION** was made by Councilperson Pettinger and seconded by Councilperson Blomstrom to approve and forward the 2013 Michigan Fire Fighter Training Council Annual Report on to the Governor's office. **MOTION CARRIES.**

## **8. NEW BUSINESS**

Chairperson James modified agenda to place Chief Marinucci first due to time constraints.

### **Fire Officer ProBoard Certification – Manager Grutza**

Chief Marinucci, Executive Director of the Fire Department Safety Officer's Association. It is explained that their main focus is to certify safety officers nationally and internationally through the Pro-Board. The Pro-Board is an accrediting body, loosely affiliated with the national fire protection association and their standards. The essence of the Pro-Board is taking the NFPA applicable standard and developing a test that ascertains whether somebody meets that particular standard. The proposal is to have RAFT develop Pro-Board certification for the Fire Officer I, II and III in the state of Michigan. Discusses the pros and cons and seeks some level of support from the Council. The councilpersons will take this information back to their parent boards and have that discussion with them before they make any commitment.

### **Billings Course Request – Manager Grutza**

Sergeants Billings and Schimeck present their request to the Council to certify their Rope Rescue Class. The design process, lesson plans, syllabus and training records are being left for the Council's review. The importance of the members of the city of Detroit is stressed in getting a certification from the Council. Approval is sought, as Instructors, to apply for the Ropes class so certification can be given to the responders that go through this training. Manager Grutza expresses that the Fire Fighter Training Division staff cannot support this course and in no way does that reflect on the quality of the course being presented. In fact, it is encouraged to run the course because it is quality training. The course can be submitted for

review by the curriculum committee for them to make the determination if the course shall remain on the list of approved training. Michigan Urban Search and Rescue Training Foundation has their own way of approving their Instructors and do not acknowledge reciprocity.

#### **Fire Safety Fund Elective Grant Applications – Manager Grutza**

County allocation funding is in the amount of \$10,000 and the county training chair can elect to use that money to be used how they see fit, if the county wants to use that money for something that is not on Council approved list of courses, they can submit that course for approval. In the future, once a class has been approved, the course menu will increase and if another county wants to run that same course, they do not need to seek approval from the Council. If they want to fund that class through the elective grant funding, they must seek approval to do so, because the council has to approve those expenditures.

#### **14.5, 14.16**

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Purchase to approve the two requests for the county funding training for Muskegon and Ionia based on their applications. **MOTION CARRIES.**

#### **14.1, 14.10, 14.11**

A **MOTION** was made by Councilperson Pettinger and seconded by Councilperson Purchase to postpone the Grand Rapids Township and East Grand Rapids projects, with the recommendation that Council will purchase each county training committee their own Rescue Randy and a smoke machine in fiscal year 2015. **MOTION CARRIES.**

#### **14.2**

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Pettinger to approve the \$3,094 for Covert Fire for their grant request. **MOTION CARRIES.**

#### **14.3**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to endorse and help fund the Fire Inspector program for Taylor, with the understanding that they will do a cooperative effort and try to solicit in students from other departments or the surrounding area. **MOTION CARRIES.**

#### **14.4**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Tackett to approve Charlevoix's request for \$1,354. **MOTION CARRIES.**

#### **14.6**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Richardson to postpone approval, pending submission of supporting documentation on the course outline, syllabus with cost of outside departments to come in and take the train-the-trainer. **MOTION CARRIES.** Chairperson James accepts the request to be withdrawn by Grand Rapids Fire Department.



**14.7**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to endorse and fund Grand Rapids Fire Department Haz Mat IQ Class in the amount of \$6000. **MOTION CARRIES.**

**14.8**

Grand Rapids Fire Department withdraws their request for the Multi Company Incident Command Fire Simulator. Chairperson James accepts the request to be withdrawn.

**14.9**

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Tackett to approve to fund the Michigan Autism Safety Training for Charlevoix County in the amount of \$500. **MOTION CARRIES.**

**14.12**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Richardson to table the request made by Tekonsha Fire Department for a Fire Fighter I and II Academy. Councilperson Purchase wishes to **WITHDRAW** the previous **MOTION** with support by Councilperson Richardson. A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Pettinger to approve the request made by Tekonsha Fire Department for a Fire Fighter I and II Academy in the amount of \$5,000. **MOTION CARRIES.**

**14.13**

A **MOTION** was made by Councilperson Pettinger and seconded by Councilperson Richardson to approve the request from Macomb Community College for the IFSTA 40 Hr. Fire Equipment Operator Class in the amount of \$15,000. **MOTION CARRIES.**

**14.14**

A **MOTION** was made by Councilperson Pettinger and seconded by Councilperson Purchase to approve the request from Walker Fire Department for FDIC Hands On Training in the amount of \$4,350. **MOTION CARRIES.** Vote: 6 in favor, 1 against.

**14.15**

A **MOTION** was made by Councilperson Richardson and seconded by Councilperson Pettinger to approve the Macomb Community College RTC request for \$3,500 for Rapid Intervention Team Train the Trainer. **MOTION CARRIES.**

**14.17**

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to approve the Eaton County Training Committee request for \$2,200 for a School Bus Extrication class. **MOTION CARRIES.**

**14.18**

A **MOTION** was made by Councilperson Blomstrom and seconded by Councilperson Purchase to approve the Michigan Professional Fire Fighters Union request for \$7,500 for Vehicle Construction, Hot, Hard, and Hazardous. **MOTION CARRIES.**

14.19

A **MOTION** was made by Councilperson Tackett and seconded by Councilperson Pettinger to approve the Michigan Fire Service Instructor Association request for \$3,386 for the October 2013 Conference. **MOTION CARRIES**. Councilperson Blomstrom abstained from the vote.

#### 9. PUBLIC COMMENT

Jesse Silva inquires about reimbursement, payment processes still need to be clarified with finance before payment disbursement.

#### 10. COUNCIL COMMENT

It was requested that Manager Grutza revise the Instructor II application clarifying the content of the peer reviews. The application should state that the peer reviews verify that the applicant meets the NFPA 1041, 2012 edition, chapter 3.3.2.2. standard. Concerns expressed were applicants writing for each other, the necessity of the letters being on letterhead, making sure that the components are addressed, though caution that the council dictate who or whom can or can't write a peer review.

The full consensus of the Council is to ask for \$1.5 million to be allocated for Fiscal Year 2015.

Councilperson Pettinger inquired about an update in regards to the Attorney General response regarding numerous questions that were posed. Fire Marshal Miller stated that they were working on a final response.

Councilperson Blomstrom voiced his disappointment with the Instructor II approval process.

Vice chairperson Purchase suggests going back to scheduling study sessions to be able to go through Instructor II and grant applications. It is requested that council members have increased permissions in IMS to do better research for future applications and auditing purposes. Fire Marshal Miller asks for assistance from Councilperson Purchase to draft correspondence of some sort and time to do some research in regards to transitioning that availability.

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Blomstrom to adopt the SHRP2, Traffic Incident Management Training program. **MOTION CARRIES**.

#### 11. ADJOURNMENT

A **MOTION** was made by Councilperson Purchase and seconded by Councilperson Tackett to adjourn the meeting. **MOTION CARRIES**. The meeting adjourned at 6:32 p.m.

**NEXT MEETING**

**April 8, 2013 @ 1:30 p.m.**

Location:

3101 Technology Blvd, Suite H, Lansing, Michigan 48910

**APPROVED:**

A handwritten signature in black ink, appearing to read 'Timothy James', written over a horizontal line.

Timothy James  
Chairperson

A handwritten signature in black ink, appearing to read 'Joseph A. Grutza', written over a horizontal line.  
Joseph A. Director Grutza, Manager  
Fire Fighter Training DivisionA handwritten signature in black ink, appearing to read 'Aileen Pottinger', written over a horizontal line.

Aileen Pottinger  
Councilperson

